

DOCUMENTATION NEEDED FOR ADULT VISITORS

VISITOR'S RELATIONSHIP TO THE INMATE (If you are an inmate's....)		Visitor has NEVER BEEN MARRIED	Visitor is MARRIED	Visitor is DIVORCED	Visitor is WIDOWED
IMMEDIATE FAMILY	Spouse		DL, SS, MC		
	Parent	DL, IBC, SS	DL, SS, IBC	DL, SS, IBC	DL, SS, IBC
	Grandparent	DL, SS, IBC, IPBC	DL, SS, IBC, IPBC	DL, SS, IBC, IPBC	DL, SS, IBC, IPBC
	Grandchild	DL, SS, VBC, VPBC	DL, SS, VBC, VPBC	DL, SS, VBC, VPBC	DL, SS, VBC, VPBC
	Son				
	Daughter	DL, SS, VBC	DL, SS, VBC, VMC	DL, SS, VBC	DL, SS, VBC
	Step-parent		DL, SS, IBC, VMC		DL, SS, IBC, VMC, DC
	Step-Daughter				
	Step-Son	DL, SS, VBC, IMC ②	DL, SS, VBC, IMC ②	DL, SS, VBC, IMC ②	DL, SS, VBC, IMC ②
	Sibling				
	Half-Sibling	DL, SS, VBC, IBC	DL, SS, VBC, IBC	DL, SS, VBC, IBC	DL, SS, VBC, IBC
	Step-Sibling	DL, SS, VBC, IBC, PMC ②	DL, SS, VBC, IBC, PMC ②	DL, SS, VBC, IBC, PMC ②	DL, SS, VBC, IBC, PMC ②
	Father-In-Law				
NON-IMMEDIATE FAMILY	Mother-In-Law	DL, SS, VBC, IMC ②	DL, SS, MC, IMC ②	DL, SS, IMC ②	DL, SS, DC, IMC ②
	Brother-In-Law				
	Sister-In-Law	DL, SS, IMC, VBC ②	DL, SS, VMC, IMC ②	DL, SS, IMC, VBC ②	DL, SS, IMC, VBC ②
	Girlfriend				
	Boyfriend	DL, SS, VBC *		DL, SS, VBC, DD *	DL, SS, VBC, DC *
	Uncle				
	Aunt				
	Nephew	Same Gender	DL, SS	DL, SS	DL, SS
	Niece				
	Cousin	Opposite Gender	DL, SS, VBC *	DL, SS, VMC ②	DL, SS, DD *
	Friend				
	X-Wife				
	X-Husband				



If the visitor is the opposite sex, only one of these visitors (TOTAL, not each) may be on the inmate's visiting list.

② If the visitor is the opposite sex, the visitor must always be accompanied by the inmate's spouse, the inmate's parent(s), or the visitor's spouse. If none of them are on the inmate's visiting list, the visitor will be DENIED.

ABBREVIATIONS KEY:

DL: Driver's License or State I.D. Card	IMC: Inmate's Marriage Certificate	DC: Death Certificate
VBC: Visitor's Birth Certificate	PMC: Parent's Marriage Certificate	DD: Divorce Decree (First and Last page. Signed by a judge)
VMC: Visitor's Marriage Certificate	IPBC: Inmate's Parent's Birth Certificate	
IBC: Inmate's Birth Certificate	VPBC: Visitor's Parent's Birth Certificate	
SS: Social Security Card (Unless it is printed on DL)		

APPLICATION PROCESS:

- Inmate fills out the shaded portions, and address box on the application. Inmate sends the application along with a money transfer for postage, to VCC. If the Inmate fails to send a money transfer, the application will be returned to the inmate, unless the Inmate is Indigent.
- VCC staff will send the application, along with any other forms that need to be filled out, to the visitor.
- The visitor will return the completed application, forms, and all needed documentation (DL, BC etc...) to VCC for processing. If the visitor wishes to have notification of results, they should send a self addressed stamped envelope. Otherwise, notification will be sent to the Inmate.
- VCC will complete a background check, process all documentation and notify the visitor or the inmate of the approval or denial.

NOTES:

- Visitors may NOT bring documents and visit the same day! All documentation must be mailed in beforehand.
- Visitors may NOT bring minors with them until they have filled out and mailed in the separate request form for the minors. If the visitor did not receive the request form, they may pick them up from VCC.
- Any questions the Inmate may have regarding the process, application, or visiting status should be referred to the Inmate's Unit Case Manager. Any questions the visitors may have regarding the application process, should be referred to the VCC. All notification of visiting approvals or denials will be made to the inmate or visitor through the mail only.

Inmates must provide a signed money transfer request for postage.

Visitor's name and address (Print clearly)

Form: FDR04/10.01